Owner's Instruction Manual



CP4400 Series
Conference Telephone

CORTELCO

Table of Contents

IMPORTANT SAFETY INSTRUCTIONS 4
TELEPHONE PART IDENTIFICATION 6
INSTALLATION 7
Checklist of Parts 7
To Ensure Best Performance 7
Connect to Power and Telephone Line 7
SETUP 8
Set the Date and Time 8
Set the Flash Time 8
Set the Display Contrast 9
Set the Interface 9
TELEPHONE FEATURES 10
To Place A Call 10
To End A Call 10
To Answer A Call 10
To Adjust Volume 10
To Mute A Conversation 10
To Place a Call on Hold 10
To Use Redial 10
To Use Flash 10
Memory Dial 11
Storing a Memory Dial Number 11
Dialing a Memory Dial Number 11
Caller ID 11
Review Incoming Calls 11
Review Outgoing Calls 11
TELEPHONE SERVICE PROBLEMS 12
MAINTENANCE INFORMATION 12
TELEPHONE REPAIR 13
FCC INFORMATION 14
LIMITED WARRANTY 16

Thank you for purchasing the CP4400 Conference Telephone. Your new Conference telephone is designed for small/medium conference rooms.

CP4400 Features:
On/Off Button with LED
Flash
Mute
Redial
Hold
Volume Up/Down Buttons
Full Duplex Speakerphone
LCD Caller ID Display
Clock
Call Timer
Memory Dial

We want you to know all about your new Conference Telephone, how to install it, the features it provides, and the services you can expect from its use.

PLEASE READ BEFORE INSTALLING AND
USING YOUR NEW CONFERENCE TELEPHONE

IMPORTANT SAFETY INSTRUCTIONS

Always follow basic safety precautions when using your telephone equipment to reduce the risk of fire, electrical shock, and injury.

1. **Read and understand all instructions** in the Owner's Instruction Manual. **Read all warnings** and follow all instructions marked on the product.

2. **Unplug this product from the wall outlet before cleaning**. Use a damp cloth for cleaning. Do not use liquid or aerosol cleaners.

3. **Do not use the telephone near water**. For example, do not use near a bathtub, wash bowl, kitchen sink, laundry tub, swimming pool, or in a wet basement.

4. **Do not place this product on an unstable cart or stand**. The product may fall causing serious damage to the product.

5. **Use only the power adapter indicated in this manual.**

6. **Do not place any objects on the telephone line cord**. Do not locate the telephone where the line cord will be walked on.

7. **Do not block or cover ventilation slots and openings** in the bottom of the telephone. The openings should never be blocked by placing the telephone on a bed, sofa, rug, or other similar surfaces. The telephone should never be placed near or over a radiator or heat register. The telephone should never be placed in a built-in installation unless proper ventilation is provided.

8. **Never spill liquid on the telephone or push objects of any kind through ventilation slots**. Liquid or objects may touch dangerous voltage points or short out parts that could result in a risk of fire or electrical shock.

9. **Do not disassemble this product**. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electrical shock when the product is subsequently used.

10. **Plug the power adapter into an outlet which is near the telephone and is easily accessable. Do not overload outlets .** Overloading the outlets can result in the risk of fire or electric shock.

11. **Avoid using a telephone during a local thunderstorm**. There may be a remote risk of electrical shock from lightning.

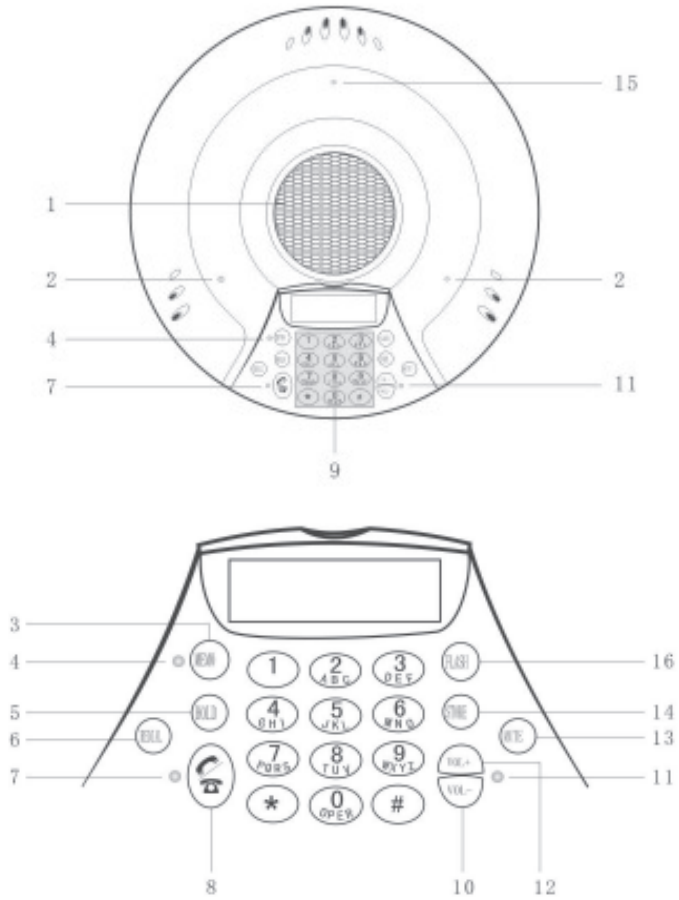
12. **Do not use a telephone to report a gas leak in the vicinity of the leak**.

13. **Unplug the telephone from the wall outlet and refer servicing to qualified service personnel** under the following conditions:

- When the line cord is frayed or plugs damaged.
- If liquid has been spilled into the telephone.
- If the telephone has been exposed to rain or water.
- If the telephone does not operate properly by following the operating instructions. (Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.)
- If the telephone has been dropped or the housing damaged.
- If the telephone exhibits distinct change in performance.

SAVE THESE INSTRUCTIONS

TELEPHONE PART IDENTIFICATION



1	Speaker	9	Dial Keys
2	Mic Status LED	10	Volume Down Button
3	Memory Dial Key	11	Volume Status LED
4	Memory Dial LED	12	Volume Up Button
5	HOLD Button	13	MUTE Button
6	REDIAL Button	14	STORE Button
7	ON/OFF LED	15	Mic Status LED
8	ON/OFF Button	16	FLASH Button

INSTALLATION

Checklist of Parts

- Conference Unit
- AC Adapter
- User's Guide
- RJ 45 Cable (8 wire)
- RJ 11 Cable (4 wire)
- Junction Box

Note: If any of the parts are missing, please contact your dealer.

To Ensure Best Performance

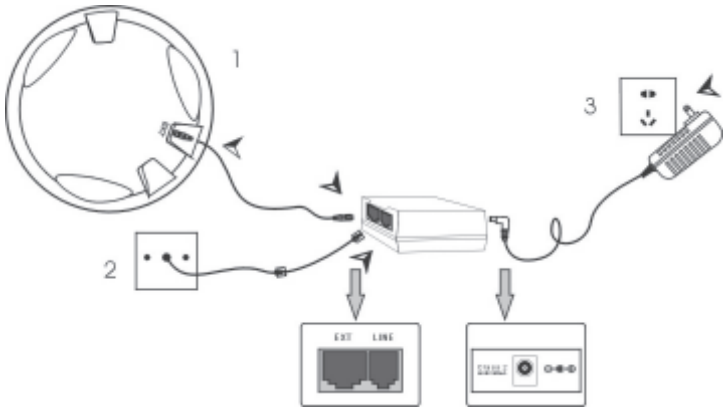
- Locate the unit in a quite environment. Avoid making calls in noisy environments.
- Keep papers and other objects away from the unit.
- Do not place on carpet or other similar surfaces.
- Make sure that the unit is at least 1 meter away from other electrical products to avoid interference.
- Direct your voice toward the microphone.
- Do not move the unit during a call.

Connect to Power and Telephone Line

1 Connect the 8 wire cable to the EXT jack on the junction box and to the EXT jack on the bottom of the telephone.

2 Connect the 4 wire phone line cable to the telephone jack and to the LINE jack on the junction box.

3 Plug the AC power supply into an electrical outlet and into the junction box. The LEDs will flash and the phone will beep when it is ready.



SETUP

NOTE: In all the setup menus, the chosen item will blink.

Set the Date and Time

1 With the phone on hook, press the MUTE button. The screen will display 1. SET DATE
2 Press the MUTE button again. The year will begin to flash.
3 Use VOL+ and VOL- to adjust the year.
4 Press the MUTE button. The month will begin to flash.
5 Use VOL+ and VOL- to adjust the month.
6 Press the MUTE button. The day will begin to flash.
7 Use VOL+ and VOL- to adjust the day.
8 Press the MUTE button. The hour will begin to flash.
9 Use VOL+ and VOL- to adjust the hour.
10 Press the MUTE button. The minute will begin to flash.
11 Use VOL+ and VOL- to adjust the minute.
12 Press the MUTE button. The weekday will begin to flash.
13 Use VOL+ and VOL- to adjust the weekday.
14 Wait a few seconds and the time and date will be stored.

Set the Flash Time

1 With the phone on hook, press the MUTE button. The screen will display 1. SET DATE
2 Press the VOL+ button. The screen will display 2 SET FLASH.
3 Press the MUTE button. The screen will display FLASH and the flash time.
4 Use VOL+ and VOL- to adjust the flash time. Note that 600 is the standard flash time for the United States and Canada.
5 Press the MUTE button. The screen will display 2 SET FLASH.
6 Wait a few seconds and the screen will go to idle and display the date and time

Set the Display Contrast

1 With the phone on hook, press the MUTE button. The screen will display 1. SET DATE

2 Press the VOL+ button twice. The screen will display 3 LCD BRIGHT.

3 Press the MUTE button. The screen will display BRIGHT and a series of "1" representing the display contrast.

4 Use VOL+ and VOL- to adjust the display contrast.

5 Press the MUTE button. The screen will display 3 LCD BRIGHT.

6 Wait a few seconds and the screen will go to idle and display the date and time

Set the Interface

1 With the phone on hook, press the MUTE button. The screen will display 1. SET DATE

2 Press the VOL+ button three times. The screen will display 4 INTERFACE.

3 Press the MUTE button. The screen will display USB PSTN. Insure that PSTN is blinking.

4 Press the MUTE button. The screen will display 4 INTERFACE.

5 Wait a few seconds and the screen will go to idle and display the date and time.

TELEPHONE FEATURES

To Place A Call

Press the On/Off button and you will hear a dial tone. The On/Off LED will light. Dial the telephone number using the keypad.

To End A Call

Press the On/Off button. The On/Off LED will no longer be lighted.

To Answer A Call

When the Conference Telephone rings, press the On/Off button to answer the call, and the LED indicator will light up to signal the unit is ON.

To Adjust Volume

To adjust volume level, use the VOL+ and VOL- keys until the desired level is reached. Twelve volume steps are available. When the maximum or minimum volume is reached, the Volume Status LED will turn red.

To Mute A Conversation

To turn off the microphones during a conversation, press the MUTE button. The LED indicator will flash to signal that the user cannot be heard at the other end of the line. To turn on the microphones, press the MUTE button again.

To Place a Call on Hold

To place a call on Hold, press the HOLD button during a conversation. The Hold LED indicator will flash and both the microphones and speaker will be muted so that neither party can be heard by the other. To remove a call from Hold, press the HOLD button again. Please note that the ON/OFF button cannot be used to retrieve a call from hold.

To Use Redial

With the conference phone is off-hook, press the REDIAL button to call the last number dialed.

To Use Flash

Pressing the FLASH button will generate a timed hookswitch signal. The standard value for this time is 600 milliseconds. See the instructions on Page 4 for setting the Flash time.

Flash may be used to switch between calls if the user subscribes to Call Waiting services from the local telephone company. It may also be used for three-way calling. Again a subscription to this service is required. Instructions for these features should be obtained from the telephone company.

Memory Dial

The CP4400 provides 20 memory dial locations. Each location can store up to 31 digits.

Storing a Memory Dial Number

With the phone on-hook, follow the steps below to store a memory dial number.

1 Press STORE. The Memory LED will blink. The screen will display GROUP (01-20).

2 Dial a 2 digit storage location. This number must be between 01 and 20.

3. If the location is empty, skip to step 7. If a number is already stored in this location, it will be displayed at this time.

4. Press STORE. The display will show BEGIN CANCEL.

5. Use VOL+ VOL- to select BEGIN to enter a new number or CANCEL to exit without changing the number.

6. Press STORE. If CANCEL was selected, the phone display will return to idle. If BEGIN was selected, proceed to Step 7.

7. Dial the number to be stored, up to 31 digits.

8 Press STORE.

If a mistake is made during the process, the Memory LED will turn red.

Dialing a Memory Dial Number

With the phone on-hook, follow the steps below to dial a memory dial number.

1 Push the MEMO button. The screen will display SPDL(01-20).

2 Dial the 2 digit storage location (00 to 20) to be dialed. The number will be dialed.

Caller ID

The CP4400 provides on-hook caller ID. It will display the name and number of an incoming call. The CP4400 is NOT compatible with off-hook caller ID, also called Caller ID on Call Waiting (CIDCW).

Review Incoming Calls

While on-hook, press the VOL- button to review incoming calls.

Review Outgoing Calls

While on-hook, press the VOL+ button to review outgoing (dialed) calls.

TELEPHONE SERVICE PROBLEMS

No Dial Tone

- Check that the connections to the telephone line and the AC power are correct and secure.
- Try a different line.

Echoes, Short Silences, or Clipped Speech

- This is normal for the first few seconds of a call as the telephone adjusts to the room acoustics.
- Minimize any external noise. Close doors and windows. Avoid rustling papers on the conference table. Do not touch the phone during a call.
- Try calling again to see if another line provides a better connection.

MAINTENANCE INFORMATION

Treat your telephone equipment with care for trouble-free performance.

Avoid putting near heating appliances and devices that generate electrical noise (for example, motors and florescent lamps).

Clean your telephone equipment with a damp cloth. Stains may be removed with a mild soap. Do not use liquid or aerosol detergents or cleaning agents.

Do not expose to direct sunlight or moisture

Retain the original package in case you need to ship it at a later date.

TELEPHONE REPAIR

DO NOT ATTEMPT TO REPAIR THIS PRODUCT YOURSELF. Conference Telephones manufactured by CORTELCO must be returned to us for repair.

You can return your telephone to CORTELCO for repair or replacement in accordance with our LIMITED WARRANTY.

CORTELCO warrants **THIS PRODUCT** against defects in material and workmanship in accordance with our LIMITED WARRANTY. If your telephone is returned for repair, include a copy of your sales receipt containing the date-of-purchase. DO NOT INCLUDE THE ORIGINAL SALES RECEIPT.

If date-of-purchase is not included, the factory date printed on the label on the bottom of your telephone will be used as the date-of-purchase. The factory date allows six months for distribution and sale of this product.

If you return your telephone for repair, the warranty period is not extended. The original date-of-purchase continues to apply to your warranty.

OUT-OF-WARRANTY REPAIR We will repair this product for a nominal fee after the LIMITED WARRANTY has expired if you send it to us in a complete and undamaged condition. The repaired Telephone will be shipped to you C.O.D., freight collect.

RETURN-FOR-REPAIR PACKAGING If you are returning a unit to us for repair, package it carefully, in the original carton. Be sure to include your return address, a copy of the sales receipt showing date-of-purchase, and a note describing the problem you have with your Telephone. Shipping must be prepaid. If the telephone is in warranty, it will be repaired or replaced, at our option, at no cost to you, and it will be returned shipping prepaid.

Ship your Conference Telephone (shipping prepaid) to:

CORTELCO
REPAIR CENTER
1703 SAWYER ROAD
CORINTH, MS 38834

FCC INFORMATION

Part 68 is a Federal regulation which requires equipment to be tested and registered with the FCC prior to its connection to the network. This equipment complies with Part 68 of FCC rules. On the bottom of the telephone is a label that contains, among other information, the FCC Registration Number and the Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

The **Ringer Equivalence Number**, which is used to determine the number of devices you may connect to your phone line, indicates the amount of power that your telephone draws from the telephone company line during ringing. If you have more than one telephone (or other terminal device) connected to the telephone company line, you should total the ringer equivalence numbers (REN s), and be sure that the total is not more than five. Your telephones may not ring if the total is more than five. Also, in some rural locations, your telephone may not ring if the REN total is more than three.

RESTRICTIONS You must not connect your telephone to coin-operated lines or party lines.

INSTALLATION This model telephone must be connected to the telephone company lines through a modular jack. The required USOC for the modular jack is RJ11C for desk mounting and RJ11W for wall mounting. The USOC number is printed on the label on the bottom of your telephone.

IN CASE OF TROUBLE If your telephone should cause problems on the telephone line, the telephone company can temporarily disconnect your service. The telephone company must then notify and allow you to correct the problem.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a CLASS B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio TV technician for help.

NOTICE: This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

LIMITED WARRANTY

If you purchased this product new in the U.S. or Puerto Rico, Cortelco warrants it against defects in material and workmanship for a period of one year from the original date of purchase. This warranty is in lieu of all other express warranties. During the warranty period, Cortelco agrees to repair or at its option, replace the defective product, or any part without charge for parts or labor. This is your exclusive remedy. This warranty does not cover damage resulting from accident, misuse, abuse, improper installation/operation, lack of reasonable care, the affixing of any attachment not provided by Cortelco with the product and loss of parts. The warranty is voided in the event any unauthorized person alters or repairs the unit.

Telephone companies use different types of equipment and offer various types of services to customers. **Cortelco does not warrant that this product is compatible with the type of equipment of any particular phone company or the services provided by it.**

Cortelco disclaims any implied warranty, including the Warranty Of Merchantability and the Warranty Of Fitness for a particular purpose, as of the date one year from the original purchase of the product. Cortelco assumes no responsibility for any special, incidental or consequential damages. This warranty gives you specific legal rights, and you may have other rights which vary from state to state.

If failure occurs and your Conference Telephone is in warranty, service shall be provided by returning it shipping prepaid to:

Cortelco
Repair Center
1703 Sawyer Road
Corinth, Mississippi 38834

The product will be repaired or replaced if examination by Cortelco determines the product to be defective.